

CAPITAL ASSET MANAGEMENT (CAM) POLICY

Section	DVC – Finance and Technology
Contact	Senior Capital Planner / Accountant
Last Review	New
Next Review	January 2024
Approval	SLT 20/12/196
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Purpose:

Through effective capital asset planning and management, Massey University (the University) will ensure the best facilities, technology and infrastructure affordable are available to give the University the greatest flexibility in meeting the changing needs of teaching, learning, research, administration and engagement with communities.

This Policy sets out the principles by which the University will acquire and maintain Capital Assets. Note that Asset disposals are dealt with in the “Asset Disposal and Write Down Policy”.

Any Capital Asset Management (CAM) performed by the University will be to better enable the University to achieve its strategic goals, being:

- Research – Ngā Kete O Te Wānanga
- Learning and Teaching – Te Ako
- Civic Leadership – Hei Arataki
- Enabling Excellence – Te Pae O Angitu

Policy:

The following Policies are adopted by the University:

1.1. Prioritisation of Capital Investment is to be based on the following drivers:

- **Strategy Enabling;** Investment clearly enables and supports our strategy and sub-strategies.
- **Demand Driven;** Investment is driven by client demand for research, learning and teaching, nationally and globally.
- **Risk Mitigating;** Investment effectively manages risk exposure to our stakeholders and for our University. This includes any health and safety standards.
- **Transformative;** we invest in solutions allowing Massey University to be flexible, adaptable and innovative.

- **Excellence Focused;** investment enables levels of excellence and quality that meet the expectations of our students, staff, partners and community.
 - **Leading Sustainability and Responsibility;** the investment actively embraces Kaitiakitanga values and engagement with our communities.
 - **Effective and Efficient;** supporting effective and efficient utilisation of our resources, delivering sustainable financial performance.
- 1.2. Establish the long term plan for each existing asset.
If it is established that the asset is critical or economically beneficial to keep, it should be planned to ensure that the life of the asset is maximised.
If the asset is non-critical or non-economical to keep, it should be established whether it is worth disposing of the asset.
- 1.3. Develop and maintain a Capital Asset Management Strategy.
- 1.4. Develop and maintain a Capital Asset Management Improvement Plan.
- 1.5. Assign roles, responsibilities and accountability to staff within the University to enact this Policy.
- 1.6. Integrate CAM with the University’s risk management practices.
- 1.7. Ensure that all CAM activity complies with Statutory Regulations.

Definitions:

Capital Assets Covered by this Policy include:

- Land & Buildings
- Work in Progress
- ICT Equipment and Infrastructure
- Library Collection
- Research Equipment
- General Equipment
- Vehicles
- Intangible Assets (including Software)

Audience:

This Policy applies to all applicable stakeholders of the University and this applies to all Assets as defined above within the University.

Relevant legislation:

- Building Act 2004
- Hazardous Substances and New Organisms Act 1996
- Acts Covering Biological Research
- Resource Management Act 1991
- Sale of Liquor Act 1989
- Smoke Free Environments Act 1990
- Fire Service Act 1975
- Health and Safety in Employment Act 1992
- Education Act 1989

Legal compliance:

The legislation above sets out the University's obligations for legal compliance.

Related procedures / documents:

- Asset Management Strategy (To be compiled)
- Risk Management Policy and Risk Management Framework
- Asset Disposal and Write Down Policy (Previously Asset Disposal and Write Off Policy)
- Asset Investment Policy
- Asset Financial Procedure
- Capital Asset Management Plan (To be compiled)

Document Management Control:

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